



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

## REQUEST FOR PROPOSAL

FOR GLASS, ELECTRICAL AND OTHER ALLIED WORKS  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN

<b>Name of the Respondent</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	

State Life Insurance Corporation of Pakistan  
Health & Accidental Insurance (H&AI)  
Regional Procurement Department (RPD)  
3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad  
Contact No: 051-9216344

# 1. Table of Contents

1. DEFINITIONS:	4
2. INTRODUCTION	4
3. VALIDITY OF PROPOSALS	4
4. RIGHT TO ACCEPT / REJECT PROPOSAL	5
5. FRAUD AND CORRUPTION	5
6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT	5
6.1. RFP CLARIFICATIONS	5
6.2. AMENDMENTS IN RFP	5
7. PROCESS FOR HIRING OF SERVICES	5
8. MANDATORY CRITERIA	6
9. DISQUALIFICATIONS	7
10. REQUEST FOR PROPOSAL	8
11. PREPARATION OF PROPOSAL	8
12. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL	9
12.1. TECHNICAL PROPOSAL	9
12.2. FINANCIAL PROPOSAL	9
13. EVALUATION OF PROPOSALS	9
14. EVALUATION OF TECHNICAL PROPOSAL	10
15. EVALUATION OF FINANCIAL PROPOSAL	10
16. BID SECURITY DEPOSIT	11
16.1. RELEASE OF BID SECURITY	11
16.2. CONFISCATION OF BID SECURITY:	12
17. BANK GUARANTEE	12
17.1. RELEASE OF BANK GUARANTEE:	12
17.2. CONFISCATION AND DEDUCTIONS FROM BANK GUARANTEE:	12
18. DEFECT LIABILITY PERIOD	13
18.1. RESOLUTION OF ISSUES DURING DEFECT LIABILITY PERIOD	13
19. PENALTY	13
20. CONFIDENTIALITY	13
1. BACKGROUND	15
2. GOAL	15
3. PLACE OF EXECUTION OF ASSIGNMENT	15
4. SCOPE OF WORK	15

5. PROPOSED TIMELINE.....	15
6. PROPOSED DESIGN LAYOUT .....	16
7. RECOMMENDED MAKE .....	16
8. MEASUREMENT AND BASIS OF PAYMENT .....	16
9. GENERAL INSTRUCTIONS FOR VENDORS:.....	16
10. PAYMENT SCHEDULE:.....	17
ANNEX-A: .....	19
Covering Letter .....	19
Annex-B:.....	21
Undertaking .....	21

## Section I: Invitation for Proposal

---

1. State Life Insurance Corporation of Pakistan intends to hire the services of a reputed Service Provider for subject procurement
2. State Life Insurance Corporation (hereinafter referred to as “the Purchaser”) is seeking proposals as per Single Stage Two Envelope Procedure as per PPRA Rules 2004 from Services Providers (hereinafter referred as “the Contractor”) registered with the Sales Tax and Income Tax departments
3. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
4. All proposals must be valid for **One Hundred and Twenty (120)** days and any bid shorter than subject bid validity will be declared as conditional and will be declared non-responsive

### 5. Tender Schedule

<b>A</b>	Bid Submission Timeline Through EPADs	22/12/2025 @ 11:00 AM
<b>B</b>	Bid Opening Timeline	22/12/2025 @11:30 AM
<b>C</b>	Clarification Timeline	19/12/2025 up to 05:00 PM

5. Address for submission of Hard Copy of Bid Security amounting to **PKR. 250,000 /-** in favor of “**SLIC H&AI PREMIUM COLLECTION ACCOUNT**” in the form of pay order/ demand draft and any other document if needed:

“Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI) Regional Office, 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad”  
Contact No: 051-9216344

**Email for clarity and information regarding general conditions:**

[masabslic@gmail.com](mailto:masabslic@gmail.com) ; [mwaqas.slic09@gmail.com](mailto:mwaqas.slic09@gmail.com)

## Section II: Instruction to Respondents

---

### 1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) “Proposals” means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for “Glass, Electrical and other allied works” through EPADs.
- b) “State Life” means State Life Insurance Corporation of Pakistan.
- c) “Procuring Agency” means State Life Insurance Corporation of Pakistan
- d) “H&AI” means Health and Accidental Insurance, Regional Office, Islamabad,
- e) “Service Provider/ Bidder/ Vendor” means any entity that furnishes proposal in response to this RFP through EPADs
- f) “Competent Authority” means the CEO State Life
- g) “RFP” means Request for Proposal
- h) “Committee” means committee constituted by State Life for evaluation of proposal
- i) “Glass Work” corresponds to Supply, Fixing and installation of Tempered Glass as per standards at designated location
- j) “Electrical Works” corresponds to supply, fixing and installation of different fixtures and connectivity points
- k) “Government” means the Government of Pakistan
- l) “PPRA Rules” Public Procurement Rules 2004
- m) “SOW” means Scope of Work
- n) “EPADs” stands for E-Pak Acquisition and Disposal System
- o) “PEC” stands for Pakistan Engineering Council

### 2. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to the population in social sector. State Life has also launched Corporate Health Insurance initiative and different products are being offered both in Public and Private Sector

A well-established office space equipped with necessary equipment is extremely important. We intend to set up a corporate office on the 13th Floor, State Life Tower, Jinnah Avenue, Islamabad

### 3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of One Hundred and Twenty (120) days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be declared as non-responsive. State Life may solicit the Respondents’ consent to extend proposal validity (without modification in proposals).

## **4. RIGHT TO ACCEPT / REJECT PROPOSAL**

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

## **5. FRAUD AND CORRUPTION**

State Life requires that respondents hired through this RFP must observe the highest standards of ethics. Further, case any bidder is found indulged in Corrupt and Fraudulent practice as defined under definition section in PPRA Rules then necessary action as per PPRA Rule-19 (A) will be taken

## **6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT**

### **6.1. RFP CLARIFICATIONS**

During evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals in writing and response thereof must also be in writing. The Respondents are required to respond in writing within the time frame prescribed by State Life.

In case a vendor fails to respond to clarification in stipulated timeline then vendor will be simply declared as non-responsive from further proceedings without any notice

### **6.2. AMENDMENTS IN RFP**

At any time prior to deadline for submission of proposal, State Life may, for any reason, modify the RFP and revised documents will be advertised in the form of addendum in a manner like advertised earlier

## **7. PROCESS FOR HIRING OF SERVICES**

This enquiry is Request for proposal (RFP) intended to result in the hiring of service provider for subject procurement. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the most advantageous bidder will be required to start execution of the said assignment as per requirements outlined in this RFP. Evaluation of the proposals shall be carried out in two steps, first the technical and then the financial.

The technical and financial proposals shall be submitted at the same time on EPADs and any proposal or part of proposal received after the Bid Submission timeline shall be returned unopened and bid won't be considered as part of formal procurement

process. No amendment to the technical or financial proposal after submission on EPADs.

First the technical proposals will be opened and evaluated in conformity with the provisions of the RFP. The Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter.

After completion of evaluation of the technical proposal, State Life shall upload **Technical Evaluation Report** as per **PPRA Rule-35** on EPADs, State Life and PPRA Website

The respondents who are found technically responsive based on technical evaluation would be informed about the date and time of opening of their financial proposals through EPADs and letter, Fax or E-mail as communicated by the respondents in their proposals.

Subject to scrutiny of Financial Proposal, the Final Evaluation Report will be published on EPADs, PPRA and State Life Website and after completion of necessary timeline, work award will be issued to most advantageous bidder. Draft for SLA will largely be based upon requirements outlined in RFP and finalized SLA after mutual consent will be signed

## 8. MANDATORY CRITERIA

Eligible Service Provider/Respondent must fulfill following criteria:

- i. All Proposals must be furnished on EPADs and proposal submitted by any mode other than EPADs won't be accepted
- ii. Must have relevant business experience of at-least Five (5) years. Verifiable Proof such as Work Award, Purchase Order, Work Completion Certificate etc is must here
- iii. Must be registered Tax registered. In this regard bidder is required to furnish relevant details (latest) verified by FBR portal
- iv. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (**One Hundred Rupees Only**/-) duly authorized by Notary Public is mandatory);  
The said affidavit must be uploaded on EPADs along with **technical proposal** as scanned copy. Further hard copy of the said affidavit must be furnished along with hard copy of Bid Security well before Bid Submission Timeline at the address appended at Serial No v below
- v. Bid Security amounting to **PKR. 250,000/-** in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" must be submitted as scanned copy with technical proposal on EPADs and hard copy must reach to the office of undersigned well before Bid Submission Timeline:

***“Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI), Regional Office, 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad”***

- vi. Vendor must have local presence i.e. presence of Office Space in Rawalpindi/Islamabad. Proof such as rental agreement/ utility bills/ undertaking on official letterhead is required
- vii. Vendor is required to furnish a valid **PEC License** for C-6 Category or above. Said document is also required to be submitted both in soft with technical proposal and also in hard copy at address appended at Serial-v above well before Bid Submission Timeline
- viii. Vendor must furnish undertaking as per format at Annex-B both as scanned copy with technical proposal on EPADs and hard copy is required to be submitted at address appended at Serial-v above
- ix. Vendor must note submission of Hard Copy (original) where required is must well before Bid Submission Timeline and in case of non-submission proposal will not be considered
- x. Bidder must clearly specify his/ her quoted product details in format placed at Annex-C and said format must be affixed with technical proposal
- xi. Vendor must quote a single product without any OR condition. In case two product models/ brands are quoted proposal will be considered as conditional and will be declared as non-responsive
- xii. Must obtain technical score as required by Clause-14

**NOTE:** Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process.

## **9. DISQUALIFICATIONS**

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal document or any other associated document after the Bid Submission deadline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Submitted a proposal that is not accompanied by required documentation i.e. Documentation as required as part of Technical and Financial Proposal checklist appended below
- iv. Failed to provide clarifications within specified timeline related thereto, when sought
- v. Submitted a proposal with price adjustment / variation provision
- vi. Any violation/missing information as required in Clause-08 above
- vii. Any violation of PPRA Rules-2004



## 10. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and will be liable for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and contractual conditions, they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in the RFP documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance through an official email or EPADs. Email for clarification can be sent on email addresses as mentioned in tender notice. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Respondents/Service Providers should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP is furnished on EPADs.

## 11. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialized by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. Proposals received by any means other than EPADs will be declared non-responsive and will be rejected
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP
- vii. All proposals must be furnished as per Single Stage Two Envelop Procedure

## 12. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

### 12.1. TECHNICAL PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official letterhead duly signed and stamped
- iii. Provide details of similar project completed with minimum overall value of at least **2.0 million** in last five (5) years. Here project corresponds to a single assignment. Completion Certificate/ Work Done Satisfactory is required
- iv. All relevant proofs as requested in Mandatory Criteria---Clause-8
- v. Bank Statement for the period July 01, 2024, to June 30, 2025

All the above papers should be duly signed by the authorized signatory.

### 12.2. FINANCIAL PROPOSAL

- i. The financial proposal must be as per format placed at Annex-D and in case proposal is not as per attached format it will be declared as non-responsive
- ii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount).
- iii. Further overall lump sum cost will be considered for evaluation
- iv. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- v. In case of ambiguity on financial proposal being quoted in words, the proposal will be rejected. The respondents should exercise due caution in preparing the financial proposals.
- vi. Quoted cost must be inclusive of all charges i.e. delivery, octroi transportation etc

## 13. EVALUATION OF PROPOSALS

State Life will form Technical & Financial Evaluation Committee to evaluate the proposals

- i. During evaluation of technical proposals, the Committee, may, at its discretion, ask the Respondents for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.
- ii. After the technical evaluation the Technical Evaluation Report will be published as per PPRA Rule-35 on EPADs, PPRA and State Life Website. After uploading of Technical Evaluation Report, technically

- responsive bidders will be intimated through EPADs and other means of correspondence about opening of Financial Proposal
- iii. The committee would undertake the financial evaluation of proposals of bidder/bidders found technically responsive and in case any clarity is required it will be taken in writing and after detailed evaluation, Final Evaluation Report as per PPRA Rules will be published on EPADs, PPRA and State Life Website

## 14. EVALUATION OF TECHNICAL PROPOSAL

The committee will evaluate the technical proposals based on given qualification parameters. The technical scoring will be done as per following criteria:

Sr. No	Description/ Parameter	Maximum Marks
<b>A.</b>	<b>Relevant Experience</b>	
	I. Below 5 Years – 0 Mark II. 5 years ----- 10 Marks III. 5+ years ---- 20 Marks	<b>20 Marks</b>
<b>B.</b>	<b>SIMILAR PROJECTS COMPLETED OF WORTH ATLEAST PKR. 2 MILLION IN LAST FIVE (5) YEARS</b> (Completed Project means a single assignment with net worth of PKR 2.0 Million completed before Bid Submission Timeline) Here verifiable proof such as Work Completion Certificate etc is required	
	i. Below 2 Projects ---- 0 Mark ii. 2 Projects ----- 10 Marks iii. 2+ Projects ----- 20 Marks	<b>20 Marks</b>
<b>C.</b>	<b>SIMILAR PROJECTS IN PROGRESS:</b> (Details of similar project currently in execution) Here Work Order, Purchase Order etc is required	
	i. Below 2 Projects --- 0 Marks ii. 2 Projects ----- 10 Marks iii. 2+ Projects ----- 20 Marks	<b>20 Marks</b>
<b>D.</b>	<b>TECHNICAL STAFF</b> <b>(Details of HR on official letterhead duly signed and stamped are required)</b>	
	I. Engineer (Minimum two (2) engineers) ----- <b>12 Marks</b> II. Other Labor (Carpenter, Technician etc) ----- <b>8 Marks</b> <b>For engineers do furnish PEC Licenses or any other documentation as proof</b>	<b>20 Marks</b>
<b>E.</b>	<b>FINANCIAL POSITION:</b>	
	Closing Balance as on June 30, 2025 1. 3.0 million ----- 10 Marks 2. 3+ Million ----- 20 Marks	<b>20 Marks</b>

### Basis of Evaluation:

- A. Minimum **60 Marks** are must to qualify/ technical responsiveness
- B. **50%** marks in each category are mandatory. In case score in the respective category is below **50%** then proposal will be declared as non-responsive no matter if overall score is above 60
- C. Category corresponds to Serial A to Serial E

## 15. EVALUATION OF FINANCIAL PROPOSAL

Evaluation of Proposals found to be technically responsive will be carried out as per following procedure:

- A. First of all, we will check general computations

- B.** In case of any error in calculations/ computations we will proceed as per actual calculations
- C.** Tax Calculations will also be checked
- D.** Compliance of Financial Proposal with required format

Subject to above general checking, the financial evaluation will be done and bidder whose overall lump sum quoted cost is lowest will be declared as most advantageous

## **16. BID SECURITY DEPOSIT**

Bid Security amounting to **PKR 250,000** must be furnished by the respondent in shape of Demand Draft/Pay order in favor of “SLIC H&AI PREMIUM COLLECTION ACCOUNT” as scanned copy along with technical proposal on EPADs.

Bid Security must also be submitted in hard copy well before Bid Submission Timeline at following address:

*“Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI), 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad”*

It is entirely bidders’ responsibility to ensure timely submission of Bid Security in hard copy without any liability to State Life. If a bidder fails to submit Bid Security before Bid Submission Timeline his/her proposal will be rejected no matter if it is uploaded on EPADs.

### **16.1. RELEASE OF BID SECURITY**

- A.** Bid Security of bidders who aren’t most advantageous will be released subject to completion of formal procurement proceedings i.e. conclusion of timeline post final evaluation report uploading on EPADs, PPRA and State Life Website as per PPRA Rules
- B.** Bid Security of Technically Non-Responsive Bidder will be released subject to completion of timeline post uploading of Technical Evaluation Report on PPRA Website, EPADs and SLIC Website. Vendor will have to furnish a proper request duly signed and stamped addressed to Regional Procurement Department (RPD)
- C.** Bid Security of the most advantageous bidder will be returned after submission of Bank Guarantee as per Clause-17  
A formal request must be furnished duly signed and stamped and addressed to Regional Procurement Department (RPD)

## **16.2. CONFISCATION OF BID SECURITY:**

Bid Security will be confiscated in case of following:

- I. Bid Security of most advantageous bidder will be forfeited in case of failure to submit Bank Guarantee as per Clause-17
- II. In case bidder denies executing the assignment as per requirements outlined and in accordance with proposal furnished on EPADs. Further we will also resort to second most advantageous bidder and necessary legal action as per PPRA Rule-19 will be initiated
- III. If the most advantageous bidder fails to submit his/her complete delivery, installation schedule on official letterhead within three working days of issuance of Work Order then Bid Security will be forfeited along with cancellation of Work Order and necessary action will also be initiated

## **17. BANK GUARANTEE**

Most advantageous bidder will be required to furnish Bank Guarantee amounting to **10%** of quoted cost (LUMP SUM) in form of Bank Draft/ Pay Order in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" within seven days of issuance of Work Order

In case of failure to submit Bank Guarantee within stipulated timeline stated above necessary action as per Clause-16.2 (I) will be initiated along with cancellation of Work Order

### **17.1. RELEASE OF BANK GUARANTEE:**

Bank Guarantee will be released subject to successful completion of defect liability period as per Clause-18

### **17.2. CONFISCATION AND DEDUCTIONS FROM BANK GUARANTEE:**

Bank Guarantee will be confiscated in case:

- A. Vendor is indulged in any practice as mentioned at Clause-5 of RFP
- B. Vendor doesn't complete work as per requirements and within stipulated timeline
- C. In case vendor refuses to execute defect liability period

Deductions from Bank Guarantee will be made as per following:

- I. During defect liability period all issues must be resolved within stipulated timeline as per Clause-18.1. In case of delay beyond said timeline deductions amounting to **0.1%** for each day of delay will be deducted from Bank Guarantee

- II. If delay in resolution of issues exceeds fifteen working days, then work will be carried out from alternate source and deductions as per actual will be made from Bank Guarantee

## 18. DEFECT LIABILITY PERIOD

Vendor must note that for the subject works defect liability period is of **six (6) months** from the date of completion of works in all respects as recommended by Engineer Incharge

During defect liability period vendor is bound to carry out repair and maintenance as per user request without any additional cost claim.

Any equipment, if installed as part of subject procurement, must have a standard warranty of at least one year. During the said period in case any equipment gets faulty then vendor is bound to replace said item without any cost claim

### 18.1. RESOLUTION OF ISSUES DURING DEFECT LIABILITY PERIOD

During defect liability period vendor is bound to resolve all issues within seven (7) working days. In case of non-resolution, deductions from Bank Guarantee as per Clause-17.2 (I) and Clause-17.2 (II) will be made

## 19. PENALTY

Vendor is expected to remain professional and exercise highest standards of professionalism. In case a vendor doesn't perform as per requirements than following penalties will be imposed:

- A. If the most advantageous bidder doesn't comply with stipulated timeline, then we will impose a penalty amounting to **0.1% of quoted lump sum cost** for each day of delay which will be adjusted from respective invoice as per payment schedule
- B. In case vendor supplies a low quality/graded product he/she will be intimated, and vendor is bound to make replacement. In case of non-compliance the said item will be purchased from open market and adjustment as per actual will be made from respective invoices.
- C. Engineer Incharge can impose a penalty which will be adjusted from respective invoices as per Invoicing Schedule

## 20. CONFIDENTIALITY

Bidder understands and agrees that all materials and information marked and identified by STATE LIFE as 'Confidential' are valuable assets of STATE LIFE and are to be considered STATE LIFE's proprietary information and property. Bidder will treat all confidential materials and information provided by STATE LIFE with the highest

degree of care and necessary to ensure that unauthorized disclosure does not occur.

Bidder will not use or disclose any materials or information provided by STATE LIFE without STATE LIFE 's prior written approval. Bidder shall not be liable for disclosure or use of any materials or information provided by STATE LIFE or developed by Bidder which is:

- I. possessed by Bidder prior to receipt from STATE LIFE, other than through prior disclosure by STATE LIFE, as documented by Bidder's written records;
- II. published or available to the general public otherwise than through a breach of Confidentiality; or
- III. obtained by Bidder from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to STATE LIFE; or
- IV. Developed independently by the bidder.

In the event that Bidder is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Bidder shall promptly notify State Life and allow State Life a reasonable time to oppose such process before making disclosure.

Bidder understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause State Life irreparable harm, may leave STATE LIFE with no adequate remedy at law and State Life is entitled to seek to injunctive relief.

Nothing herein shall be construed as granting to either party any right or license under any copyrights, inventions, or patents now or hereafter owned or controlled by the other party.

The requirements of use and confidentiality set forth herein shall survive the expiration, termination or cancellation of this RFP.

## Section III: Scope of Work

---

### 1. BACKGROUND

State Life is implementing Mega Health Insurance Program in Punjab, KP, AJK, GB and Baluchistan. State Life has also launched Corporate Health Insurance Program and different products are being offered to both Public and Private sector.

Management has given clear directives to ensure provision of proper office space for employees and clients

### 2. GOAL

To ensure provision of proper office space equipped with necessary furniture and fixtures

### 3. PLACE OF EXECUTION OF ASSIGNMENT

The subject assignment is required to be executed at 13<sup>th</sup> Floor, State Life Tower Jinnah Avenue, Islamabad

### 4. SCOPE OF WORK

The scope of work basically involves:

- A. Purchase/Supply of items as required in B.O.Q
- B. Fixation and Installation of the said items as per design placed at Annex-E
- C. Carrying out glass, electrical and other allied works as per design placed at Annex-E and onward directions from respective officer/officers appointed thereof

### 5. PROPOSED TIMELINE

The said work is required to be completed in **thirty (30)** days from the issuance of Work Order. No request for extension under any circumstances will be entertained



## **6. PROPOSED DESIGN LAYOUT**

Proposed design layout is enclosed at Annex-E. Vendor must note that said design may change depending upon need. In case of any ambiguity relevant stakeholders as mentioned in Clause 05, Section-1 of RFP must be contacted

## **7. RECOMMENDED MAKE**

We don't give preference to any specific brand however recommended make are outlined for the ease of vendors so that a benchmark can be set up for quality required and vendors must quote rates accordingly

## **8. MEASUREMENT AND BASIS OF PAYMENT**

Vendor must note that quoted rates as part of subject procurement will remain firm for the Bid Validity Period and during execution. Payment will be made to vendor as per actual measurements to be carried out by relevant staff appointed thereof

## **9. GENERAL INSTRUCTIONS FOR VENDORS:**

- a) Bidders are requested to visit the site and ensure that their offers are completed in all respects and that all terms & conditions mentioned in this document shall be strictly complied with. Furthermore, bidders are also advised to visit the site and get acquainted with on-ground situations.
- b) The Bidder must ensure/ study the specification schedules and B.O.Q. as are attached with offer to avoid any debate/ discussion/ dispute during/after execution of work
- c) The contractor should note that the proposed work will be carried out in the existing functioning building having residents therein and that the daily activities shall not interrupt others' ongoing daily activities on the other floors of the existing building
- d) The contractor shall take all necessary measures to protect and minimize environmental hazards including pollution, noise, dust etc during work.
- e) Tender documents (all papers) must be signed and stamped to signify the acceptance of Tender's conditions
- f) Technical services and operating conditions for achieving the performance shall be the responsibility of the Bidder. The successful Bidder/ Supplier will be required to submit the schedule of desired works within (03) Days of issuance of Work Order
- g) Contractors must clean the site in every respect from unused material debris and tools on completion of work

- h) SLIC will not be responsible for any loss to life or theft or equipment or consumable material and will not accept any claim, liability or compensation
- i) While working at site, some restrictions may be imposed by Engineer Incharge/ Security staff of Corporation or Local Authorities regarding safety and security etc. The contractor shall be bound to follow all such restrictions/ instruction & nothing extra shall be payable on this account
- j) No compensation shall be payable to the contractor for any damage caused by rains lightening, wind, storm, floods, Tornado, earthquakes or other natural calamities during the execution of work who will make good all such damages at his own cost; and no claim on this account will be entertained
- k) The tender shall be based on general conditions of Contract and tenderers are required to quote their own rates against each item in schedule of quantities, which is enclosed. All rates shall remain firm for the contract period/extended contract period
- l) **COST OF TESTS;** The contractor is bound to carry out the tests (if any) as per the guidelines for ascertaining the quality of the works executed/ materials used as and when directed by the Engineer Incharge. The cost of preparing samples and carrying out tests for quality of material or workmanship will be borne by the contractor except for such exclusions as are specifically mentioned in the specifications laid down in the contract. The cost of all test carried out in Laboratories as directed by the Engineer Incharge will be borne by the contractor
- m) **DRAWING AND SPECIFICATIONS;** A copy of tender documents and all relevant drawings and specifications shall be obtained by the contractor and kept at site for reference.
- n) Vendor must note that quantities mentioned in attached B.O.Q are an estimate and actual quantity may vary. Payment will be made as per actual measurement and work executed duly verified by Engineer Incharge
- o) Bidder must clearly specify his/her quoted solution/product complete details at specified placed in Annex-C and Annex-D. In case bidder doesn't specify the quoted items then proposal will be declared as non-responsive
- p) Vendor must take extra caution while quoting brand and model for equipment where applicable as no request for supply of alternate equipment brand, model etc will be entertained
- q) The Layout for feature wall is placed at Annex-F which is just for the sake of understanding and actual design may vary

## **10. PAYMENT SCHEDULE:**

- a. All Payment will be made in PKR
- b. Payment will be subject to tax deduction as per rules
- c. Payment must be strictly submitted as per schedule appended below

- d. No additional cost claim of any kind for the items that have been quoted will be entertained
- e. Invoicing must be made as per the schedule below and no request for any change in below schedule will be entertained

Sr. No	Particular	Amount to be Paid	Remarks
01.	Submission of 1 <sup>st</sup> Running Bill (Upon Completion of 25% of overall work duly verified by Engineer Incharge)	As per Actual Measurements and verifications by Engineer Incharge	A. 5% of overall amount duly verified by Engineer Incharge will be retained B. Penalty if any recommended will be adjusted
02.	Submission of 2 <sup>nd</sup> Running Bill (Upon Completion of 50% of overall work duly verified by Engineer Incharge)	As per Actual Measurements and verifications by Engineer Incharge	A. 5% of overall amount duly verified by Engineer Incharge will be retained B. Penalty if any recommended will be adjusted
03.	Submission of 3 <sup>rd</sup> Running Bill (Upon Completion of 75% of overall work duly verified by Engineer Incharge)	As per Actual Measurements and verifications by Engineer Incharge	A. 5% of overall amount duly verified by Engineer Incharge will be retained B. Penalty if any recommended will be adjusted
04.	Submission of 4 <sup>th</sup> Running Bill (Upon Completion of 100% of overall work duly verified by Engineer Incharge)	As per Actual Measurements and verifications by Engineer Incharge	A. Withheld amount will be released subject to receipt of formal request by vendor duly recommended by Engineer Incharge B. Penalty if any recommended will be adjusted

# ANNEX-A: Covering Letter

(On Respondent's letterhead)

Date: \_\_\_\_\_  
Proposal Reference No. xx/2025

**Departmental Head HR & Admin/  
Incharge RPD**

State Life Insurance Corporation of Pakistan,  
Health & Accident Insurance Regional Office, 3<sup>rd</sup> Floor, State Life Tower,  
Jinnah Avenue, Islamabad  
Contact No: 051-9216344

**SUBJECT: GLASS, ELECTRICAL AND OTHER ALLIED WORKS**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of 120 days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft/Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn from ----- in favor of "SLIC H&A

PREMIUM COLLECTION ACCOUNT” as Bid Security Deposit for consideration of our proposals is attached as scanned copy with technical proposal on EPADs and also furnished in hard copy to Regional Procurement Department

9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted

## **Annex-B: Undertaking**

I Mr/Ms ----- bearing CNIC No: ----- being an authorized representative of M/s ----- hereby solemnly declare that my quoted equipment/ items are brand new, non-refurbished and have standard warranty where applicable. My Quoted Equipment has local market footprints and has after-sales service. I further declare that M/s ----- will ensure supply of same equipment model/brand as quoted through proposal furnished on EPADs in case I am declared as most advantageous.

In case the quoted equipment as per proposal furnished through EPADs is found defective, faulty or refurbished then necessary action as per Rules must be initiated against M/s ----- along with confiscation of Bid Security furnished amounting to PKR. 450,000

- a.** Undertaking is to be printed on a stamp paper of worth atleast PKR. 50 or above
- b.** Must be notarized by Notary Public
- c.** Must be affixed with Technical Proposal
- d.** Non-Submission will cause disqualification from further procurement process
- e.** Hard Copy is required to be submitted before Bid Submission timeline along with Bid Security Cheque, Non-Blacklisting stamp paper

**ANNEX-C: FORMAT FOR TECHNICAL PROPOSAL**

**BILLS OF QUANTITIES (B.O.Q) FOR GLASS, ELECTRICAL AND OTHER ALLIED WORKS**

<b>Sr. No</b>	<b>Description</b>	<b>Unit</b>	<b>Estimated Quantity</b>	<b>Suppliers Specifications</b>
<b>1</b>	<b>Glass Works</b>			
<b>1.1</b>	Supply and Fixation of 12mm thick quality Al-Ghani orequivalent tampered glass for partition including use of U-section aluminum strip of size 1-3/4"x1-3/4" of heavy gauge all sides, Polish edges, Gasket seal , silicon , Sealant, sand paper, level, finishing up to ceiling level with frosting as per site requirement /drawing complete in all respect & to the entire satisfaction of site Incharge	Sq.ft	450	
<b>1.2</b>	Supply and installation of 12mm thick clear tempered frameless glass door with polished edges, complete with heavy-duty floor spring, SS 304 patch fittings, pivot set, strike plate, stainless-steel pull handle (1" dia × 24"), and lock with SS finish and keys with frosting. Includes all accessories, gaskets, and silicon sealant, with proper alignment and finishing.	Sq.ft	126	
<b>2</b>	<b>Wood Works</b>			
<b>2.1.</b>	Providing, supplying & fixing of wooden cupboard, cabinet & fixed files racks of MDF laminated sheet of approved sample of 16mm~thick in different sizes i.e. up to ceiling level 7'-00 height 3'-6" height, shelf size of 6"/12", depth 18"& as per drawing, or as per site requirement, including grinding, sand paper, texture, through hanges ,lock , catcher , handle complete finishing with all respect & to the entire satisfaction of site in charge	Sq.ft	600	

Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications
2.2	Providing, supplying & fixing of Roll Up windows blind best quality as approved color sample, including railing, patti, rod inclusive of labor and other allied charges	Sq.ft	1870	
2.3	Supply and installation of 12mm thick gypsum sheets fixed on a GI frame with screws, joints taped and finished with joint compound, complete with smooth surface, proper alignment, and finishing ready for paint. (2*2 dimensions)	sft	400	
2.4	Levelling for false ceiling using adjustable GI suspension system, ensuring proper height, alignment, and level accuracy before fixing gypsum sheets; includes all hangers, channels, and accessories, complete in all respects.	sft	2000	
2.5	Supply and execution of aluminum repair works, including adjustment, replacement, or refitting of aluminum frames, channels, locks, handles, rollers, and gaskets, sealing gaps with silicon, and ensuring smooth operation and proper alignment of doors, windows, or partitions, complete in all respects.	sft	1870	
2.6	Supply and application of two coats of plastic emulsion paint over prepared surface, including scraping, sanding, applying primer, and filling minor imperfections, to achieve a smooth and uniform finish, complete in all respects.	sft	1800	
2.7	Providing and constructing a feature wall as per approved design and drawings, including all necessary materials, surface preparation, and finishes. Work to include Ms pipe framing & finish in panels (e.g., wood veneer, MDF panels or decorative laminate), adhesives/fixings, and joint treatments complete in all respects.	Sft	350	



Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications
3	<b>Electric Works</b>			
3.1	Electric DB Upgradation work i.e. replace faulty MCB / MCCB with proper wiring, luxs etc. (MCCB Current Rating and KA Rating, ABB, Schneider Electric, or equivalent as approved by engineer)	Job	2	
3.2	<b>False Ceiling Lights (2*2):</b> Supply and fixing of 2'x2' 36W min LED ceiling panel lights with higher luminus intensity preferably Osaka, Philips or equivalent, completes in all respects.	Nos.	30	
3.3	<b>Electric Wire for Fans, SMD Lights</b> (Wire from DM to Switch sheets) Supply and fixing of 2.5 mm pvc copper single core complete in all respects including switch plates	point	60	
3.4	<b>False Ceiling Fan:</b> Supply and fixing of False Ceiling Fan - Super Slim - 14 Inch Blade - For 2' X 2' Ceiling - White Color (copper winding) of Make Royal/ Pak or equivalent , completes in all respects.Fan should be noise free	Nos	20	
3.5	<b>Light Plug Points:</b> Wiring of light plug points controlled by wired with 3x2.5 mm/7/0.029, sq.(1P+1N+1PE) PVC insulated wires 300/500 V grade and including cost of 3/4" dia. heavy duty PVC conduit , recessed in wall, columns slabs or above light carrier all PVC, Including 3 pin multi switch socket Clipsal as per satisfaction of Engineer.	Nos	30	

Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications
4	<b>Network and Telecommunication Works</b>			
4.1	Providing, laying & testing of Data cable Cat -6 in 25 mm dia pvc conduit including data outlet socket of Clipsal make fixed on 1.5 mm thick steel back box complete in all respect (Pakistan Cables, Fast Cables, 3M, Beta Pipes, Galco Pipes, Plasco Pipes) (RJ-45)	no	30	
4.2	Providing, laying & testing of Data cable Cat -6 for telephone points in 25 mm dia pvc conduit including data outlet socket of Clipsal make fixed on 1.5 mm thick steel back box complete in all respect (Pakistan Cables, Fast Cables, 3M, Beta Pipes, Galco Pipes, Plasco Pipes); (RJ-12/RJ-45/RJ-11)	no	30	
4.3	Supply & Installation of 24 ports patch panels	Job	2	
4.4	Supply and installation of data cabinet 12 U(wall-mounted or floor-standing, as specified) for IT network equipment, complete with cooling vents, lockable front glass door, power distribution unit (PDU), cable managers, mounting rails, and accessories, including fixing, alignment, and termination of data cables, complete in all respects.	Job	1	
4.5	Upgradation of Telephone junction box by adding chroni strips	Job	2	
<b>NOTE</b> a. All entries must be filled b. Vendor is required to give complete specifications for quoted product c. In case where applicable the brand, model etc isnt				

Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications

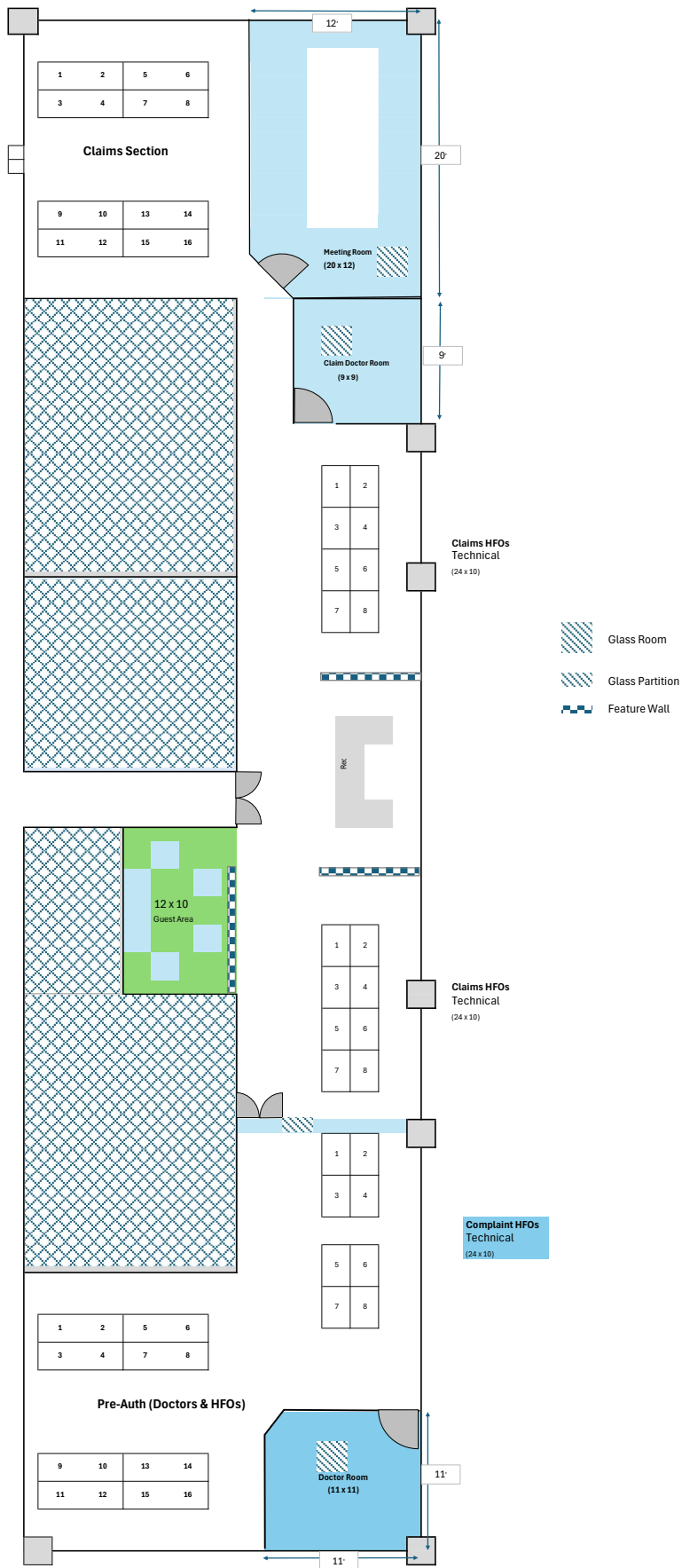
ANNEX-D: FORMAT FOR FINANCIAL PROPOSAL						
BILLS OF QUANTITIES (B.O.Q) FOR GLASS, ELECTRICAL AND OTHER ALLIED WORKS						
Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications	Quoted Cost per Item in PKR	Quoted Cost in PKR Quoted Cost per Item* Quantity
<b>1</b>	<b>Glass Works</b>					
<b>1.1</b>	Supply and Fixation of 12mm thick quality Al-Ghani orequivalent tampered glass for partition including use of U-section aluminum strip of size 1-3/4"x1-3/4" of heavy gauge all sides, Polish edges, Gasket seal , silicon , Sealant, sand paper, level, finishing up to ceiling level with frosting as per site requirement /drawing complete in all respect & to the entire satisfaction of site Incharge	Sq.ft	450			
<b>1.2</b>	Supply and installation of 12mm thick clear tempered frameless glass door with polished edges, complete with heavy-duty floor spring, SS 304 patch fittings, pivot set, strike plate, stainless-steel pull handle (1" dia x 24"), and lock with SS finish and keys with frosting. Includes all accessories, gaskets, and silicon sealant, with proper alignment and finishing.	Sq.ft	126			
<b>2</b>	<b>Wood Works</b>					
<b>2.1.</b>	Providing, supplying & fixing of wooden cupboard, cabinet & fixed files racks of MDF laminated sheet of approved sample of 16mm"thick in different sizes i.e. up to ceiling level 7'-00 height 3'-6" height, shelf size of 6"/12", depth 18"& as per drawing, or as per site requirement, including grinding, sand paper, texture, through hanges ,lock , catcher , handle complete finishing with all respect & to the entire satisfaction of site in charge	Sq.ft	600			
<b>2.2</b>	Providing, supplying & fixing of Roll Up windows blind best quality as approved color sample, including railing, patti, rod inclusive of labor and other allied charges	Sq.ft	1870			
<b>2.3</b>	Supply and installation of 12mm thick gypsum sheets fixed on a GI frame with screws, joints taped and finished with joint compound, complete with smooth surface, proper alignment, and finishing ready for paint. (2*2 dimensions)	sft	400			

Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications	Quoted Cost per Item in PKR	Quoted Cost in PKR Quoted Cost per Item* Quantity
2.4	Levelling for false ceiling using adjustable GI suspension system, ensuring proper height, alignment, and level accuracy before fixing gypsum sheets; includes all hangers, channels, and accessories, complete in all respects.	sft	2000			
2.5	Supply and execution of aluminum repair works, including adjustment, replacement, or refitting of aluminum frames, channels, locks, handles, rollers, and gaskets, sealing gaps with silicon, and ensuring smooth operation and proper alignment of doors, windows, or partitions, complete in all respects.	sft	1870			
2.6	Supply and application of two coats of plastic emulsion paint over prepared surface, including scraping, sanding, applying primer, and filling minor imperfections, to achieve a smooth and uniform finish, complete in all respects.	sft	1800			
2.7	Providing and constructing a feature wall as per approved design and drawings, including all necessary materials, surface preparation, and finishes. Work to include Ms pipe framing & finish in panels (e.g., wood veneer, MDF panels or decorative laminate), adhesives/fixings, and joint treatments complete in all respects.	Sft	350			
3	<b>Electric Works</b>					
3.1	Electric DB Upgradation work i.e. replace faulty MCB / MCCB with proper wiring, luxs etc. (MCCB Current Rating and KA Rating, ABB, Schneider Electric, or equivalent as approved by engineer)	Job	2			
3.2	<b>False Ceiling Lights (2*2):</b> Supply and fixing of 2'x2' 36W min LED ceiling panel lights with higher luminous intensity preferably Osaka, Philips or equivalent, completes in all respects.	Nos.	30			
3.3	<b>Electric Wire for Fans, SMD Lights</b> (Wire from DM to Switch sheets) Supply and fixing of 2.5 mm pvc copper single core complete in all respects including switch plates	point	60			

Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications	Quoted Cost per Item in PKR	Quoted Cost in PKR Quoted Cost per Item* Quantity
3.4	<b>False Ceiling Fan:</b> Supply and fixing of False Ceiling Fan - Super Slim - 14 Inch Blade - For 2' X 2' Ceiling - White Color (copper winding) of Make Royal/ Pak or equivalent , completes in all respects.Fan should be noise free	Nos	20			
3.5	<b>Light Plug Points:</b> Wiring of light plug points controlled by wired with 3x2.5 mm/7/0.029, sq.(1P+1N+1PE) PVC insulated wires 300/500 V grade and including cost of 3/4" dia. heavy duty PVC conduit , recessed in wall, columns slabs or above light carrier all PVC, Including 3 pin multi switch socket Clipsal as per satisfaction of Engineer.	Nos	30			
4	<b>Network and Telecommunication Works</b>					
4.1	Providing, laying & testing of Data cable Cat -6 in 25 mm dia pvc conduit including data outlet socket of Clipsal make fixed on 1.5 mm thick steel back box complete in all respect <b>(Pakistan Cables, Fast Cables, 3M, Beta Pipes, Galco Pipes, Plasco Pipes)</b> (RJ-45)	no	30			
4.2	Providing, laying & testing of Data cable Cat -6 for telephone points in 25 mm dia pvc conduit including data outlet socket of Clipsal make fixed on 1.5 mm thick steel back box complete in all respect <b>(Pakistan Cables, Fast Cables, 3M, Beta Pipes, Galco Pipes, Plasco Pipes)</b> ; (RJ-12/RJ-45/RJ-11)	no	30			
4.3	Supply & Installation of 24 ports patch panels	Job	2			
4.4	Supply and installation of data cabinet 12 U(wall-mounted or floor-standing, as specified) for IT network equipment, complete with cooling vents, lockable front glass door, power distribution unit (PDU), cable managers, mounting rails, and accessories, including fixing, alignment, and termination of data cables, complete in all respects.	Job	1			
4.5	Upgradation of Telephone junction box by adding chroni strips	Job	2			
TOTAL COST IN PKR WITHOUT TAX						
APPLICABLE TAX						

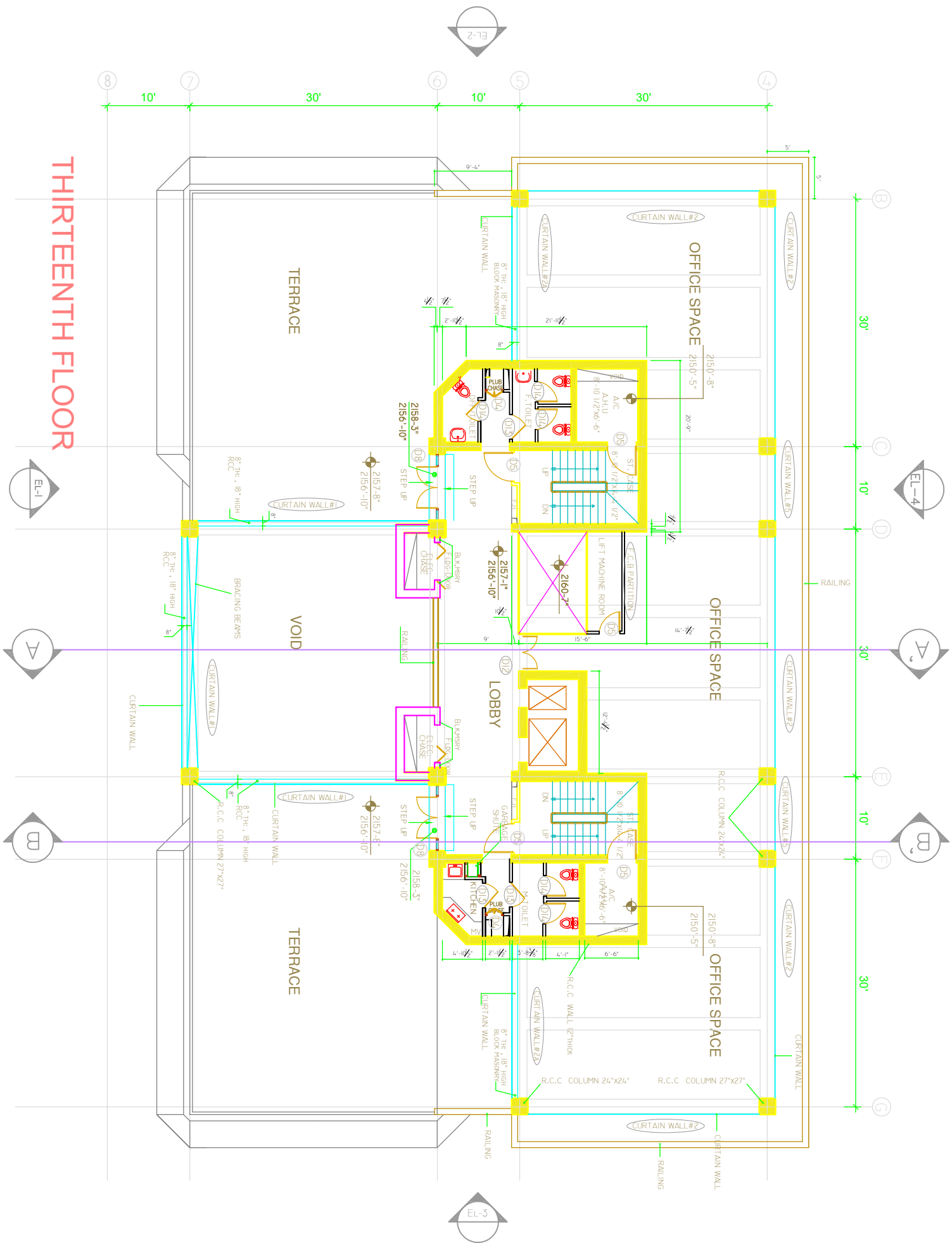
Sr. No	Description	Unit	Estimated Quantity	Suppliers Specifications	Quoted Cost per Item in PKR	Quoted Cost in PKR Quoted Cost per Item* Quantity
TOTAL COST IN PKR WITH TAX IN FIGURES						
TOTAL COST IN PKR WITH TAX IN WORDS						
<b>NOTE</b> a. All entries must be filled b. Rate should be in PKR inclusive of all tax and other charges c. Actual Quantity may vary d. Payment will be made as per actual measurements e. In case any entry is left blank the proposal will be declared as non-responsive f. Where rate for a specific equipment such as fan, SMD Lights etc is required vendor must clearly specify the quoted products model with brand and other specifications without any OR Condition g. For electric, internet, telephone wire where required the brand must be specified						

PLAN - D

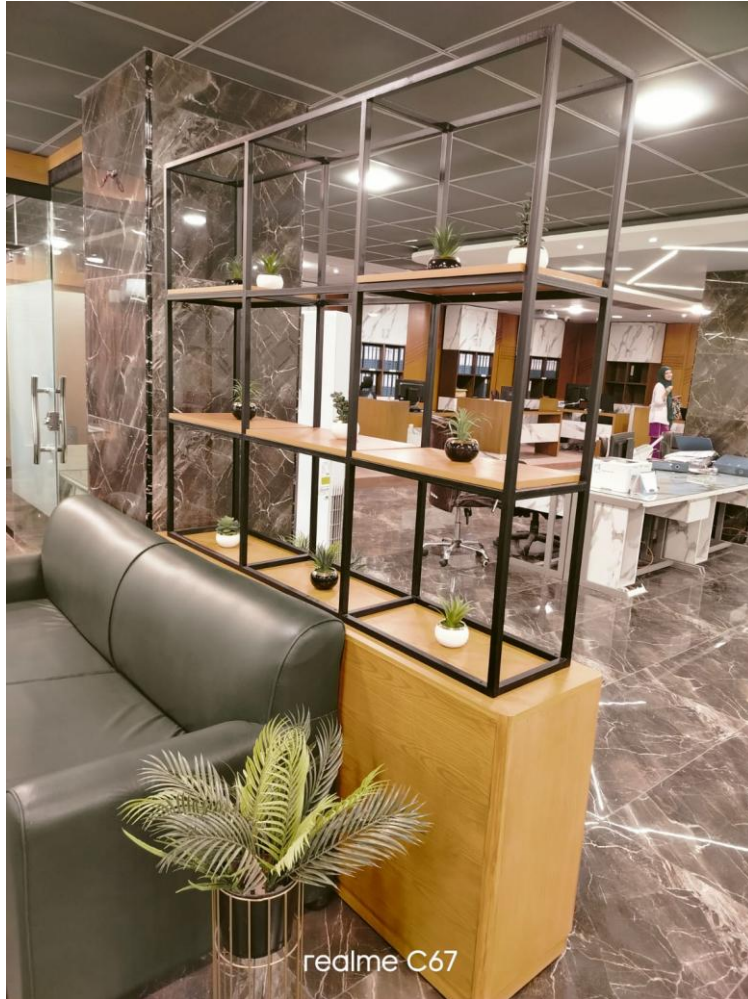




THIRTEENTH FLOOR







***Above design for feature wall is just for the sake of understanding and actual may vary***